

ANG Nationwide AGR Vacancy Announcement

STATE OF WYOMING MILITARY DEPARTMENT

Office of the Adjutant General

5500 Bishop Boulevard

CHEYENNE, WYOMING 82009-3320

16 November 2006

1. Announcement is made of the following AGR Job Vacancy:

Position Title: Personnel Craftsman, E-7
Announcement No: 07-16
Closing Date: 20 December 2006
Max Grade Authorized: Maximum grade available is E-7. Must hold the grade of E-6 to apply.
Duty Location: 153 CACS, Cheyenne, WY
Nominating Official: LtCol Korte, Commander 153 CACS
Position Data: FAC 10A000 POSN 0806294
Compatibility Criteria: AFSC: 3S071 - See second page of announcement, "Initial Eligibility Requirements" for more information.
Area of Consideration: This vacancy announcement is open to all active members of the Wyoming Air National Guard as well as current/previous members of the US Armed Forces.

2. **Qualification Requirements:** Individual must possess a SECRET clearance prior to submitting package to HRO. Additionally, member must complete SF 86 for TS clearance upon selection. This position requires a TS security clearance. Failure to obtain and maintain this clearance will result in removal from the AGR program. Must be medically/physically qualified under AFI 48-123 and meet fitness and weight standards under ANGI 10-248. Compliance with AFI 36-2903 is mandatory. Must meet eligibility criteria as prescribed in ANGI 36-101. Must be able to complete a minimum of 20 years of active Federal service prior to mandatory separation date to be eligible for an AGR retirement. Individuals selected for AGR tours that cannot attain 20 years of active federal service prior to reaching mandatory separation, must complete the Statement of Understanding contained in Attachment 2 of ANGI 36-101. Female applicants selected for AGR positions must be tested for pregnancy within 30 days preceding initial entry into the AGR program. Pregnancy precludes entry on AGR status.

3. **Description of duties and responsibilities:** Member should possess excellent writing and speaking skills, able to work independently and have strong organizational skills and ability to work in a fast-changing, flexible environment. Member will be responsible for conducting in-processing and out-processing of personnel. Monitor and maintains database for suspense actions such as EPRs, OPRs, PRFs, recall rosters, promotions, separations, retirements, personal affairs, retention, and monthly reports. Serves as focal point for manpower and manning document issues. Provides advice and guidance to commander on aspects of manning documents and manpower management. Provides advice and guidance to internal and external customers on Personnel issues and programs. Reviews Transactions Rosters for necessary updates; requests and reviews Quality Data Purification Roster and ensures accuracy of Military Personnel Data System (MILPDS) data. Maintains current UMD. Validates integrity of manpower and personnel assignment data. Posts authorization, assignment, and personnel data change to UMD to maintain/ensure currency. Provides technical advice and guidance to commander and staff on aspects of Force Management development and sustainment and career progression issues. Supervises and performs personnel activities and functions, including personnel action requests; source documents; unit, field, and master personnel records; Commander's Support Staff functions. Advises officers and airmen on military personnel issues and programs. Updates computerized personnel data. Performs other duties as assigned.

4. Individuals must apply by submitting the following documents to:

Human Resources Office
5500 Bishop Blvd.
Cheyenne, WY 82009-3320

NGB Form 34-1 - Application for Active Guard/Reserve (AGR) Position (must be signed and dated)

RIP - Records Review RIP - (Obtained from your unit, vMPF or the Military Personnel Flight)

5. Applications not containing the required forms will not be considered. Human Resources Office Point of Contact: 2d Lt Jamie Tschacher, (307) 772-5205, email: james.tschacher@wychevy.af.mil.

The Military Department of Wyoming is an Equal Opportunity Employer.

Special Notes:

- The selectee will be required to participate in Direct Deposit/Electronic Fund Transfer (DD/EFT).
- Use of government envelopes and/or postage for personal use is strictly prohibited.
- Faxed/mailed applications **WILL** be accepted to accommodate deployed members only.
- Do not submit applications in file folders, binders, etc...

HOW TO APPLY

Interested applicants who meet the eligibility requirements listed below may apply by submitting a NGB Form 34-1 (Application for Active Guard/Reserve (AGR) Position) and a RIP (Report on Individual Person) to the Wyoming National Guard, Human Resources Office (HRO), 5500 Bishop Blvd, Cheyenne, WY 82009. Packets received without the required forms will not be considered or forwarded to the selecting supervisor. Applicants must type or print in legible dark ink and SIGN AND DATE each application. Failure to sign and date the NGB Form 34-1 will result in non-consideration and will not be forwarded to the selecting supervisor. Applications will only be accepted if they are physically received in the Human Resources Office (HRO) by 1630 hours on the closing date of the vacancy announcement. Along with the NGB Form 34-1 and RIP, applicants may attach documents such as DD Form 214, Completion of Training Certificates, Letters of Recommendations/Endorsements, Resume, copies of the last 3 performance appraisals if applicable, etc.

INITIAL ELIGIBILITY REQUIREMENTS

1. Applicant must be eligible for membership in the Wyoming Air National Guard.
2. Applicant must not have been previously separated "for cause" from active duty or a previous AGR tour.
3. Applicant must be medically qualified under the provisions of AFI 48-123. An induction physical must be conducted not more than 24 months prior to entry on AGR duty. An AF Form 895 must be completed if physical is more than 30 days old. HIV test cannot be more than six (6) months old prior to the tour start date.
4. Any applicant on the ANG Weight Management Program is ineligible for entry into AGR status. This does not include the probationary period after the loss of weight to satisfy standards. Applicants must meet the height and weight requirements at the time they are placed on the AGR program.
5. Enlisted applicant's military grade cannot exceed the maximum military grade authorized. Overgrade applicant must indicate in writing, willingness to be administratively reduced in grade when assigned to the position.
6. **This position requires a minimum score of 41 in the "Admin" area of the ASVAB.** Wyoming Air National Guard enlisted members currently serving in AGR status may be selected for a vacant position without an awarded 3-level in the advertised/compatible duty AFSC. An AGR not possessing the ADVERTISED AFSC must agree in writing to retrain and successfully upgrade to the 3-level within 12 months of assignment to the AGR position or be reassigned to a position for which qualified or be removed from AGR status immediately.
7. Tour lengths may be from 1 to 6 years.
8. IAW ANGI 36-101, paragraph 2.1.3.7, applicant should be able to complete 20 years of active federal service prior to MSD. Exceptions may be considered by ANGRC/DP on a case-by-case basis for exceptional circumstances. Approval will be limited to

one five-year tour. Extensions will not be considered. Individuals selected for AGR tours that cannot attain 20 years of active federal service prior to reaching mandatory separation, must complete the Statement of Understanding contained in Attachment 2 of ANGI 36-101.

9. Applicants receiving or eligible to immediately receive a federal retirement annuity or a state annuity for service as National Guard technicians are not eligible for entry on an AGR tour.

10. Members must remain in the position to which initially assigned/reassigned for a minimum of 12 months. (The TAG may waive this requirement after selection.)